



Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8467
TDD #: (608) 264-8777 7:45 a.m. - 4:30 p.m.
E-mail: madisoncred@commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

THE CREDENTIAL WILL NOT BE PROCESSED UNLESS YOU:

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

Applicant's Signature

Date (mo/day/yr)

Send application and payment to: State of Wisconsin, Department of Commerce-Credentialing, P.O. Box 78780, Milwaukee, WI 53293-0780.

Overnight mail delivery and Office location: State of Wisconsin, Department of Commerce-Credentialing, 201 W. Washington Ave., Madison, WI 53703.

All other correspondence: Wisconsin Department of Commerce, Safety & Buildings Div., P.O. Box 7082, Madison, WI 53707

DWELLING CONTRACTOR QUALIFIER CERTIFICATION

Due to processing procedures, it may take up to three weeks to receive your credential.

Application/Credential Fee (nonrefundable): \$40.00

class code 7655

Make checks payable to: Department of Commerce. The fee consists of a \$10 application fee and a certification fee of \$30. The credential will be effective for 2 years from the date of issuance.

Reason for Credential: In order to obtain construction or erosion control building permits for one- and two-family dwellings, a contractor shall possess a Wisconsin Dwelling Contractor Certification (see separate application) and in addition that dwelling contractor shall have an employee, owner, CEO or Chairman of the Board that as an individual holds this Dwelling Contractor Qualifier Certification.

Applying For Dwelling Contractor Qualifier Certification: You may obtain a credential as a Dwelling Contractor Qualifier by submitting an application, an application fee, the credential fee, and one of the following (check the method that applies):

Method 1 <i>Obtain Specific Initial Training</i> <input type="checkbox"/>	Submit evidence that you have completed at least 12 hours in an approved initial qualifier course in dwelling construction within one year prior to the date of application.			
	ATTACH course provider verification that you have successfully completed an approved course and test.			
	The following providers have courses approved to qualify a person for this license:			
	Course ID #	Provider	Telephone Number/web-site	Course Name
	8931	WI Builders Association	(608) 242-5151	Qualifier – Home Construction & Remodeling Phase I, II, III
	8857	Gary Klinka	(920) 727-9200 www.garyklinka.com	Internet_DCQ_Quiz
	8858	Metropolitan Builders Association	(262) 436-1122 www.mbaonline.org	MBA New Contractor Qualifier Course
	8863	Metropolitan Builders Association	(262) 436-1122 www.mbaonline.org	MBA New Contractor 12 Hour Series
	8864	180 Degree Education	(877)-669-0766 www.MyContractorCampus.com	Internet Dwelling Contractor 100
	8899	NE WI Technical College Donald M. Jaworski	(920) 498-5659	Initial Qualifier Dwelling Contractor
	8983	Lakeland Builders Assoc	(262) 723-2908	Lakeland Builders Assoc Contractor Licensing Series
	9000	Gary Klinka	(920) 727-9200 www.garyklinka.com	Internet_dcq3_quiz
	9001	Gary Klinka	(920) 727-9200 www.garyklinka.com	Internet_dcq2_quiz
	9003	Gary Klinka	(920) 727-9200 www.garyklinka.com	DQC Initial Training Seminar – Face to Face
	9020	Valley Home Builders Assn of WI Inc	(920) 731-7931	Initial Trng for Dwelling Contractor Qualifiers
	9053	180 Degree Education	(877)-669-0766 www.MyContractorCampus.com	Internet Initial Qualifier WDC 101
	9087	Builders License Training Institute	(231) 938-3601 or 1-800-727-7104 www.licensetobuild.com	Initial Dwelling Qualifier Course
	9222	City of West Bend	(262) 335-5140 bldginsp@ci.west-bend.wi.us	Initial UDC Qualifier
	9319	AAA Contractor Training	(800) 952-0910	Internet Dwelling Contractor Qualifier education
	9668	RsLogical Inc	(262) 255- 4597	DCQ Intial Course 1
	9803	Kevin Wunderlin LLC	(608) 778-7596 www.uscontractorlicense.com	12 Hour Dwelling Contractor Initial Qualifier

Method**2***Grand-fathering
without
Initial
Training*☐

You were the Applicant or Contact that held a valid Dwelling Contractor Financial Responsibility Certification or Dwelling Contractor Financial Responsibility – Restricted Certification at anytime on or between April 11 to April 14, 2006. The Safety and Buildings Division has on file a record of such eligible persons.

Also eligible for grandfathering is anyone that was the business owner, partner, chairman of the board or chief executive officer of a firm that held a valid dwelling contractor financial responsibility certification on those dates.

This grandfathering option is not available after September 1, 2009 and may be used only once to obtain a Dwelling Contractor Qualifier Certification.

Check below which relationship you held with a dwelling contractor that held a valid state certification anytime on or between April 11 and April 14, 2006 and enter the Safety & Buildings Customer ID# for the business' Dwelling Contractor Financial Responsibility Certification:

- ☐ Applicant in WI Department of Commerce files
- ☐ Contact person in WI Department of Commerce files
- ☐ Business owner
- ☐ Partner
- ☐ Chairman of the board
- ☐ Chief executive officer

Dwelling Contractor Financial Responsibility Certification Customer ID#: _____

Education Hours Required to Renew: The renewal of a certification as a Dwelling Contractor Qualifier shall be contingent upon the qualifier obtaining at least 12 hours of acceptable continuing education three months prior to the expiration date of their credential which is two years after the start date of your credential. A person who holds a license as a Dwelling Contractor Qualifier may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver will be considered individually on its merits by the department.